



POSITION DESCRIPTION

POSITION TITLE

Practical Nursing Department Head

LINE AND STAFF RELATIONSHIPS

This position reports to the _____ at the _____ Campus.

TERM OF EMPLOYMENT

12 Month

FLSA STATUS and POSITION TYPE

Exempt and Unclassified

GENERAL POSITION SUMMARY

Responsible for providing instructional services in the area of Practical Nursing

DUTIES & RESPONSIBILITIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensures appropriate adequate physical facilities, equipment and supplies are available to meet program needs.
- Maintains a library accessible to students and faculty including current reference books and periodicals.
- Develops a programmatic organization chart reflecting the relationship between the practical nursing programs, clinical facilities, and educational institution.
- Ensures that the official Northwest LTC curriculum is utilized in the appropriate sequence.
- Initiates and maintains inter-agency agreements with clinical sites meeting the accreditation standards established by LSBPNE.
- Consults with administrative personnel at participating clinical sites to ensure PN program objectives are understood.

- Validates current licensure for all faculty on an annual basis via visual inspection.
- Assists in interviewing departmental faculty after insuring applicants meet LSBPNE requirements.
- Orients new faculty members to program expectations, teaching modalities, and all policies and procedures.
- Provides leadership to nursing faculty while ensuring students are provided with appropriate learning experiences in both the classroom and clinical settings.
- Conducts faculty meetings on a regular basis to evaluate and improve program and maintains minutes of these meetings.
- Establish an Occupational Advisory Committee composed of a broad spectrum of the community with a vested interest in the PN program. Advisory committee to meet at least twice a year and minutes will be maintained in accordance to established protocols.
- Provides for the protection of all student records and transcripts as described in the Louisiana Administration Code, Title 46; Part XLVII, Subpart I (LAC).
- Develops admission, evaluation, advancements and completion policies in accordance with Northwest LTC and LSBPNE.
- Encourages student participation in appropriate student organizations aimed to develop self-actualization, leadership and professionalism.
- Develops a student handbook that includes policies, fees, required supplies and philosophy and objectives of the program.
- Maintains a master rotation schedule for each class.
- Evaluates that each applicant for enrollment into PN program meet the admission criteria established by Northwest LTC and LSBPNE.
- Maintains student records in accordance with LTC and LSBPNE requirements.
- Maintains record of all correspondence with LSBPNE to include memos and reports.
- Reviews and signs all LSBPNE student evaluation forms on all students admitted to submission.
- Completes and submits the LSBPNE annual report in a timely manner.
- Schedules regular meetings with all nursing faculty to evaluate, revise, and improve program.
- Submits appropriate documentation to LSBPNE and Northwest LTC relative to any proposed changes to program.
- Schedules faculty-teaching assignments to allow for adequate preparation, counseling with students and improvement capabilities.
- Reviews and signs each graduate transcript and submits all necessary documents to LSBPNE in accordance with licensure requirements.
- Maintains compliance with all LSBPNE requirements as stated in the Louisiana Administrative Code (LAC).
- Maintains compliance with all Northwest LTC policies.
- Coordinates efficient functioning of multi programs within the department, where applicable.
- Performs other duties as assigned.

In addition to the above listed duties related to Department Head, the PN Department Head may also be called on to teach in the classroom as needed. The information below applies to the general instructional position description.

Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Maintain teaching load practiced by college
- Meet deadlines related to this function

Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function.

School or Classroom Management

- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function

Student Guidance/Advising Activities

- Provide career counseling and academic advising
- Maintain office hours
- Follow Curriculum Guides in scheduling to insure timely completion of a program of studies
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

Provide service to the college that may include some of the following activities:

- ... Sponsor student organizations
- ... Serve on or chair committees
- ... Conduct or coordinate teaching consultant activities
- ... Facilitate workshops

- ... Teaching consultant activities
- ... Teach continuing education or customized industry courses
- ... Provide routine equipment maintenance
- ... Initiate and write new program proposals
- ... Serve on LTC or Campus Committees

Provide service to the community that may include:

- ...Participate in health fairs
- ...Participate in charity or community activities
- ...Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
- ...Meet all deadlines related to this function

Professional Activities, Leadership, and Service

Participate in professional development activities that may include:

- ...Complete coursework or degrees
- ...Membership in professional organizations
- ...Serve on a Board or in an Office of a professional association
- ...Present a paper or facilitate a workshop at a professional conference
- ...Participate in a Leadership Academy
- ...Serve on an external institutional or program accreditation team
- ...Participate in industry visits
- ...Exemplify Leadership role on NWLTC or LCTCS Committees, Faculty Council, etc.
- ...Meet all deadlines related to this function.

EDUCATION AND WORK EXPERIENCE

- A minimum of 4 (four) years of professional experience is required with at least 1 (one) year of nursing experience in a medical-surgical unit providing direct patient care
- Must be a registered nurse with an active, unencumbered Louisiana license
- Associate's or Bachelor's degree is required
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Demonstrated computer proficiency (word processing, spreadsheet, and database systems)
- Ability to manage multiple and competing priorities
- Ability to work independently with limited supervision
- Ability to work collaboratively, harmoniously and cooperatively with colleagues, faculty and staff

The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.

Employee's Signature

Supervisor's Signature

Date

Date